Annual Report
For the period January 1, 2011 to December 31, 2011
Colorado / Wyoming Section

Section Officers and Executive Committee:

President          Christopher Sheffer
Vice President     John La Sala
Secretary/Treasurer Aaron Heumann
Past President     Greg MacKinnon
Technical Committee Nitin Deshpande
Legislative Committee Scott Thomas
Membership Committee Rich Follmer
Scholarship & Career Guidance Melissa Thomas
Continuing Education Committee Joe Henderson
Newsletter Editor   Bart Przybyl
Awards Committee   Dave Hattan
Website Committee   Greg MacKinnon
Activities Committee Emily Gloeckner
Golf Committee      Jeff Ream
Section Scribe & Social Media Manager Kari McDowell Schroeder
Activities Report Coordinator Dan Eybs
Vendor Show Coordinator Will Johnson
Student Chapter Professional Liaisons Chris Vokurka (University of Wyoming)
                    Freddy He (University of Colorado Denver)

Membership:

<table>
<thead>
<tr>
<th>Number</th>
<th>Membership Grade</th>
<th>Section Annual Dues Rate</th>
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Section Financial Statement:

Federal Employer Identification Number: 93-0995361

Balance of Funds on hand at the Beginning of the Reporting Period: $39,725.71

Income for the Reporting Period:

- Membership Dues $3,766.20
- Gross Income from Meetings $36,192.83
- Investment Income $63.73
- Advertising Income $4,500.00
- Other Principal Sources of Income:
  - Golf Tournament $10,490.00
  - Continuing Education $1,736.34
- Total Income: $56,749.10

Expenditures for the Reporting Period:

- Travel $1,804.90
- Meetings $34,542.19
- Charitable Donation $500.00
- Student Chapters $908.65
- Awards and Scholarships $3,571.21
- Other Expenditures:
  - Golf Tournament $10,728.26
  - Administrative Expenses $3,578.52
  - Continuing Education $58.30
  - Website Committee $117.40
- Total Expenditures: $(55,809.43)

Net Income (Expense) $939.67

Balance of Funds on hand at the End of the Reporting Period: $40,665.38

Was there a change in the Section Charter and Bylaws during this reporting period? [X] Yes, see Attachment 1 [ ] No
Technical Activities:

This Section continues to explore new technical work and has participated in many technical efforts in the last year.

Published technical articles in the ITE Journal:
- *Reducing Congestion at Grand Canyon’s South Rim*, by William Byrne (David Evans and Associates) and Jonathan Upchurch (January 2011)

A paper submitted by Ben Waldman (City of Lakewood) and Nitin Deshpande (Jacobs) was selected for poster section at the TRB International Roundabout Conference held in Carmel, Indiana in May 2011.

Also, the following Section members had papers accepted, of which several presented them at the ITE Western District Annual Meeting being held in Anchorage, Alaska in July 2011:
- *Laramie Transportation Authority: Bringing a Community Together*, Charles Huffine (SEH)
- *Innovative ITS Applications on Colorado’s Mountain Corridor*, Scott G. Thomas (Apex Design)
- *Transit Signal Priority JUMPS*, Chris Sheffer (Fehr & Peers)
- *Operational Performance of Roundabout at Intersections with Unbalanced Traffic Volumes*, Nitin Deshpande (Jacobs)
- *ITS Applications in Incident Management*, Ken Wissel (Stantec)
- *All Pedestrian Phasing – Addition by Subtraction*, Michael Gill (Stantec)
- *Applying Traffic Micro-Simulations to Optimize Signal Timing of Denver Downtown*, Wei (Freddy) He (URS)
- *Station Locations and Parking Supply Planning for Passenger Rail Lines*, Scott Burger (David Evans and Associates)
- *Robbing Peter to Pay Paul – Designing a Freeway Reversible Lane*, Paul F. Brown (Jacobs)
- *Managing Chaos – Traffic Management During the Sturgis Motorcycle Rally*, Chuck Huffine (SEH)
- *Transportation Planning for the Gates of the Arctic National Park and Preserve in Alaska*, Wei (Freddy) He (URS)

Colorado/Wyoming ITE has a monthly *Technical Interest Column* in the newsletter (see Attachment 2). In the past year this column has included the following topics:
- Snow build-up on LED signal lenses (January 2011)
- *Rectangular Rapid Safety Beacons* (February 2011)
- *Clarus-Road Weather Information System* (March 2011)
- *Diverging Diamond Interchange* (April 2011)
- *Bicycle Safety Improvements at Intersections-Bike Boxes* (September 2011)
- *Low Cost Traffic Bottleneck Improvement Strategies* (October 2011)

Finally, the technical committee reviewed 11 papers published by a Western District member in the ITE journal during year 2011 for the Wayne T. Wagoner Award. The paper rankings were submitted to the Western District in March 2012.
Legislative Activities:

The Legislative Committee is responsible for monitoring transportation-related policy throughout Colorado and Wyoming and reporting on matters relevant to the Section. The Committee posts a Legislative Update in the Section Newsletter (see Attachment 3). The topics of the articles included below:

- SAFETEA-LU Reauthorization/Extension (January 2011)
- Federal Transportation Funding, Colorado State Bill (SB11-095) to Repeal FASTER Revenue Streams, and RTD FasTracks Tax Increase (February 2011)
- Colorado HB11-1084, HB11-1161, HB11-1210, HB11-1220 (April 2011)

The Legislative Committee also may serve as a clearinghouse for technical information, helping to connect transportation decision-makers with the expertise of the Section membership.

Meetings held during this reporting period:

Regular Luncheon/Seminars:

- Date: 1/21/11  Purpose: Vendor Show  Location: Arvada, CO  Attendees: 33 Vendors 183 Attendees
- Date: 3/4/11  Purpose: Highway Safety Manual panel discussion  Location: Colorado Springs, CO  Attendees: 45 Attendees
- Date: 5/13/11  Purpose: Denver Union Station Progress Update and Tour  Location: Denver, CO  Attendees: 59 Attendees
- Date: 9/23/11  Purpose: RTD FasTracks Eagle Project: Full Speed Ahead  Location: Centennial, CO  Attendees: 50 Attendees
- Date: 11/04/11  Purpose: Loveland, CO Continuous Flow Intersection  Location: Loveland, CO  Attendees: 78 Attendees
- Date: 12/2/11  Purpose: The State of Transportation in Colorado  Location: Denver, CO  Attendees: 85 Attendees

Continuing Education Workshops:

- Date: April through July (10 Sessions)  Type: Webinar ITE Webinar  Topic: 2010 Highway Capacity Manual  Attendees: 110 Attendees

Joint/Special Meetings:

- Date: 2/4/11  Location: Cheyenne, Wyoming  Purpose: Wyoming Membership Appreciation Breakfast at Wyoming Engineering Society Annual Conference  Attendees: 20 Attendees
Date: 4/8/11  Location: Pepsi Center, Denver, CO
Purpose: 8th Annual Spring Transportation Symposium - Joint Symposium with Women’s Transportation Seminar (Colorado Chapter), the Intelligent Transportation Society Rocky Mountain Chapter, the American Council of Engineering Companies of Colorado, the Colorado Chapter of the American Planning Association, and the American Society of Civil Engineers (Colorado Section). An informational flyer from the event is attached (see Attachment 4).
201 Attendees

Date: 6/10/11  Location: Common Ground Golf Course, Aurora, CO
Purpose: Annual CO/WY Golf Tournament that raised $1,350 for the Section scholarship fund.
70 Attendees

Student Section Activities:

University of Wyoming
The University of Wyoming’s Student ITE Chapter remains a significantly active student chapter. The chapter is co-advised by Doctors Rhonda Young and Steven Boyles who are both transportation faculty members at the University of Wyoming. The chapter holds meetings twice per month as well as organizing one or two field trips each semester. The students participated in the following:

Summer 2011  Field Trip  ITE Western District Conference
Fall 2011  Fundraising  Performed Traffic Counts north of town
Fall 2011  Speaker  Dr. Jim Kladianos discussing safe roadside design
Fall 2011  Speaker  Dr. Rhonda Young discussing ITS on rural roadways
Fall 2011  Speaker  Michael Sanderson talking about sustainability in Transportation
Fall 2011  Field Trip  Co-Wy Section meeting
Fall 2011  Field Trip  MPC Retreat

University of Colorado Denver
While 2010 marked the reactivation of the student ITE Chapter at the University of Colorado at Denver (UCD), 2011 solidified the Chapter’s vitality with even more participation. The chapter is advised by Doctor Wes Marshall, transportation professor at the University of Colorado.

The University of Colorado Denver ITE Student Chapter held its annual election of officers on March 30. Officers elected for 2011-2012 academic year are: Max Henkle, Secretary; Krista Nordback, Treasurer; Alejandro Haneo, Vice-President; Dr. Wesley Marshall, Faculty Advisor; and Mike Bowlie, President.

The Chapter has had a successful year with some fun and interesting activities. On April 8 immediately after the Transportation Symposium, the Chapter enjoyed a visit to RTD’s Light Rail Operations Control Center as a joint event with the University of WY Student Chapter, followed by a delicious dinner at a local Mexican restaurant. Also, on March 30, a Denver B-cycle orientation was the Chapter’s largest-attended event so far, with 39 people in attendance. Twenty-five annual B-cycle passes were given away to students in attendance.
Awards presented during this reporting period:

**Awards Presented during this reporting period:**

**Award Name:** *Transportation Professional of the Year Award*
Recipient's Name: Melissa Rosas, P.E.
Purpose of Award: The Transportation Professional of the Year Award recognizes notable professionalism and achievement in terms of technical contributions, project implementation success, and/or service to the Colorado/Wyoming Section during the previous calendar year.

Form of the Award: Plaque and recognition at the May luncheon meeting.

**Award Name:** *Lifetime Achievement Award*
Recipient's Name: Fred Lantz, P.E.
Purpose of Award: The Lifetime Achievement Award recognizes continued, significant service to the transportation profession and the Colorado/Wyoming Section.

Form of the Award: Plaque and recognition at the December luncheon meeting.

Student Scholarships:
- Adam Hange, University of Wyoming - Undergraduate Level Scholarship - $1,000
- Edward Offei, University of Wyoming - Graduate Level Scholarship - $1,000
- Cassie Peterman, University of Wyoming - Undergraduate Level Scholarship - $1,000
- Lisa Truong, University of Colorado Denver - Graduate Level Scholarship - $1,000
In addition to updating the Section Bylaws this year, the Executive Committee continued a five year strategic plan for Section success. The plan sets goals for the Section and includes measurable benchmarks to track progress. The strategic plan is discussed in this report and included in Attachment 5. New this year, The Colorado/Wyoming Section leadership has made a commitment to bring our meetings to our Wyoming members through GoTo meeting access at luncheons. Remote members can login and post questions to presenters.

Initiatives, such as the Section Strategic Plan and remote meeting access, are what make the Colorado/Wyoming ITE Section a responsive and valuable organization. In addition, the members’ interest and enthusiasm for technical transportation topics, continues to draw engineering professionals to the section. The following report provides a summary of the section’s membership and activities from 2011.

**Officers/Membership**

The Colorado/Wyoming Section has been effective in attracting a group of diversified professionals to the Executive Committee, which consists of 19 members from the public and private sectors. Executive Committee (EC) meetings are advertised in the Section newsletter and Section website calendar. The meetings are open and some have been attended by other members, which has generated new ideas for meeting topics, training, and career guidance.

As shown in the adjacent chart, the number of national ITE members in the Section has increased steadily over the last 15 years, from 270 members in 1995 to 398 members in 2011. Total membership, including local affiliates, has dropped in recent years; however, this decrease matches the economic downturn, which is also resulted in a major Agency Affiliate stopping participation – this has had an impact on the total membership numbers. Even so, luncheon and event attendance has been maintained through these hard times. In order to increase awareness of ITE, the section recruits new members by holding social events, technical training and networking opportunities; some of which are joint events with peer organizations (e.g., ASCE, WTS, and ACEC). The Section also promotes its events through ITE Champions; leaders in the Section who promote ITE within their company or government agency. In 2012, look for “Meet and Greet” events to provide networking opportunities for our Section members to get know municipality leaders.

Finally, the Section focuses on retaining existing membership through surveys, which provide information on member priorities, allowing for a more focused organization.
Section Meetings

The Section meets approximately every six weeks at luncheon meetings, except from June through August. The meetings typically include time for networking and technical presentations. The presentation topics at the 2011 Section meetings are included in the annual report above.

A joint meeting, the Spring Transportation Symposium, is held in April of each year with the Women’s Transportation Seminar (Colorado Chapter), the Intelligent Transportation Society (Rocky Mountain Chapter), the American Council of Engineering Companies of Colorado, the Colorado Chapter of the American Planning Association, and the American Society of Civil Engineers (Colorado Section). The symposium is a statewide conference featuring presentations on technical transportation topics; there were 201 attendees in 2011, which is up from last year and was a record turnout.

Each January the Section invites local traffic signal and signing vendors to a luncheon meeting. This event continues to grow in popularity with vendors setting up booths that allow an open house feel with plenty of interaction. This is a great opportunity for the Section to connect with vendors and learn about the latest traffic hardware technology. In 2011, there were 183 attendees at the meeting and 33 vendors present.

Newsletter/Website

The Section published eight issues of our Conveyances newsletter over the reporting period. The newsletter is published every six weeks, 10 days prior to each Section luncheon. The newsletters are published in an electronic format and are made available to the membership through the Section’s website. Conveyances was recognized as the best newsletter for a large section by the Institute in 2010.

The newsletter content includes the president’s message, scribe report, treasurer’s report, committee reports, announcements that interest Section members, a monthly newsletter contest (entitled “Puzzle Maniac”) that nets the winner a $25 gift certificate, and employment announcements. The newsletter also includes a feature article called Life is a Highway. With a familiar and sometimes humorous style, the article’s author shares his views on current local and national issues. A member profile Section interviews selected members about significant career moments and accomplishments and, on a more personal note, hobbies and interests.

The Section website, http://www.cowyite.org/, has been updated in recent years, and is now more accessible than ever. The website allows members to register for luncheons, training sessions, golf tournaments and any other special event as well as pay electronically through PayPal. Following the initiation of video posts of Section luncheon meetings in 2009, and remote meeting access in 2011, the Section is on a continual path of improvement with both the website and other methods to expand the reach of Section activities to all members of this large Section area.

Social Activities

Over 70 golfers participated in the Section’s golf tournament at Common Grounds Golf Course in June 2011 and the event raised over $1,350 for scholarships. Following the tournament, the results of the Section Officer Elections were announced. The golf tournament continues to provide an opportunity for ITE members to interact and socialize while enjoying some friendly competition.

Section Happy hours provide local professionals the opportunity to socialize and network.
Awards

The Lifetime Achievement Award is presented each year in December and honors an individual, who for an extended period of time, has contributed in an outstanding manner to the advancement of the transportation engineering profession. This year’s recipient – Fred Lantz – was recognized for his very active participation in Colorado/Wyoming Section. Fred has over 40 years experience in public works and transportation engineering. He served as Arvada’s Transportation Services Manager for 10 years and as Lakewood’s City Traffic Engineer for 9 years. Since 1997, Fred has been an independent traffic engineering consultant (Lantz Associates) where he has continued his involvement in traffic signals design, safety analyses, signal timing, and general traffic engineering consulting. Throughout his career, he has been a valued mentor for a number of younger city traffic engineers, freely investing time to share his knowledge, answer questions, and offer timely and insightful professional advice. Fred has volunteered many hours as a volunteer with Arvada transportation committees thru the years.

The Transportation Professional of the Year Award was presented in May 2011 and recognizes notable professionalism and achievement by a Section member during the previous calendar year. The 2011 recipient was Melissa Rosas, a principal with the firm of Apex Design, PC. Melissa has served on the ITE Executive Committee for the past five years. She started as the Membership Committee chair where she helped to recruit and encourage new members, organize membership information at both the local and national levels, and helped start the membership profile stories that continue today. In 2010, she changed positions and became chair of the Scholarship and Career Guidance Committee. In this role, she has revamped the scholarship application and formalized the process. The new format appears to be working well and in 2011, we received a record number of applications.

Section Strategic Plan

The strategic plan sets goals over the next five years and identifies specific strategies to attain those goals. Each year, the successive Section Presidents will evaluate the Executive Committee’s progress towards the goals and, in consultation with the Executive Committee, will revise the strategic plan both to account for the rate of progress and to extend the five-year horizon.

The Section has achieved a number of the strategies identified in the strategic plan, including:

- Significant improvements have been made in the Program Committee and the program development process, including the establishment of a committee budget.
- Significant efforts have been made to increase outreach to remote members including: testing a webinar service for luncheons; and, cooperation with the Wyoming Engineering Society.
- The volume of e-mail distributed to the membership has been increased, including helpful reminders.
- The scholarship application process has been formalized and the relationship between the Section and the Student Chapters has been strengthened with the appointment of Professional Liaisons on the Executive Board.
- The Section increased the number of professional groups involved in the Spring Symposium.
- The Section conducted a comprehensive membership survey.
Attachments

Attachment 1 – Section Bylaws

Attachment 2 – 2011 Technical Column: Low Cost Traffic Bottleneck Improvement Strategies

Attachment 3 – Legislative Column: Colorado HB11-1084, HB11-1161, HB11-1210, HB11-1220

Attachment 4 – 8th Annual Spring Transportation Symposium - Joint Symposium with Women’s Transportation Seminar (Colorado Chapter), the Intelligent Transportation Society Rocky Mountain Chapter, the American Council of Engineering Companies of Colorado, the Colorado Chapter of the American Planning Association, and the American Society of Civil Engineers (Colorado Section).

Attachment 5 – Section Strategic Plan

Attachment 6 – Section 2011 Photographs
ARTICLE I – SECTION MEMBERSHIP

Section 1.1
Admission of Institute members of any grade of membership in the area of the Section shall be automatic upon application and payment of required entrance fees and dues.

Section 1.2
Any Institute member of any grade may join the Section as a non-voting member even though that person does not reside in the Section area upon payment of the Section fees and dues.

Section 1.3
Persons in the area of the Section may be affiliated with the Section as Section Affiliates if those persons are:

(1) not eligible to be voting members of the Institute but are accumulating experience toward Institute membership;
(2) in sub-professional work in transportation or traffic engineering;
(3) students in a recognized engineering school;
(4) professionally engaged in related fields;
(5) in a position to work with and assist transportation or traffic engineers by virtue of official positions or commercial employment; or
(6) others whose participation would benefit the Section, upon approval of the Section Executive Board

Section 1.4
All applications for Section Affiliate membership for persons who are not Institute members shall include as reference the name of at least one person to whom the candidate is personally known. The reference shall be either a member of the Institute, a member of a recognized Engineering Society, or a person of recognized engineering reputation.

Section 1.5
All applications for membership in the Section shall be transmitted to the Section in the format provided by the Section and shall be submitted to the Section Membership Chairperson.
Section 1.6
The Section Membership Chairperson shall process the applications for any Section Affiliate. The Section Membership Chairperson’s recommendation will be forwarded to the Colorado-Wyoming Executive Board of Direction (Section Executive Board) for final action.

Section 1.7
Election of Section Affiliate members shall be by vote of the Section Executive Board. An affirmative vote of a majority of the Section Executive Board present shall be required for election.

Section 1.8
The total number of Section Affiliate members shall not exceed fifty percent of the Institute members within the Section.

ARTICLE II – RESIGNATION AND EXPULSION FROM SECTION

Section 2.1
Any Member of the Section may resign by written communication to the Section Executive Board. If and when all of the resigning member’s financial obligations have been satisfied, his/her resignation will be accepted.

Section 2.2
Any member of the Section shall forfeit his/her connection with the Section if his/her dues or special assessments become in arrears as provided for in Section 3.3 of these Bylaws.

Section 2.3
Any Section member who, by reason of any change in their occupation or profession, shall cease to be in contact regularly with transportation engineers, or who advertises, uses or attempts to use their membership in the Section in any manner whatsoever with intent to derive personal gains, shall forfeit their membership in the Section without prejudice. In such cases, the Section Membership Chairperson shall submit the member’s name to the Section Executive Board who shall then direct that this member be dropped from the Section.

Section 2.4
The Section Membership Chairperson shall annually remind Section Affiliate members of the minimum qualifications for Institute membership and shall encourage those members to apply for such membership, if eligible.

Section 2.5
The Section Executive Board shall consider the expulsion of any Section Affiliate upon (a) information coming to its notice; (b) the written request of five (5) or more Institute members; or (c) recommendation by the Section Membership Chairperson that, for the
cause set forth, a Section Affiliate should be expelled. If the circumstances appear to warrant further action, the Section Executive Board shall notify the Section Affiliate of the charges against him/her, and on the date on which the charges will be considered by the Section Executive Board. The accused, may, if he/she desires, present a defense, either in person or writing, on the date set forth in the letter. The final action of the Section Executive Board shall be taken at its next meeting. In case of expulsion, the Section Secretary-Treasurer shall immediately notify the person by letter. There is an expectation to keep these proceedings confidential.

Section 2.6
In case such charges are brought against an Institute member, the Section Membership Chairperson shall immediately submit a full report to the International Board of Direction of the Institute and the Section will take no further action, except at the request of the Institute’s Board of Direction.

Section 2.7
The Section Executive Board shall consider removing an elected Section officer if:
(a) The elected Section officer is seen as non-performing in his/her duties to the Section;
(b) The elected Section officer improperly used Section funds; (c) The elected Section officer exhibited moral turpitude; or (d) Upon petition by Institute members totaling at least 5 percent of the Section membership. If the circumstances appear to warrant further action, the Section Executive Board shall notify the officer of the charges against him/her by letter, and the date on which the charges will be considered by the Section membership. The elected Section officer, may, if desired, present a defense, in writing, on the date set forth in the letter. The case both for and against removal will be distributed to the Section membership thirty days prior to the vote. The final action of the Section membership shall be taken by secret ballot. In the case that a majority of votes cast by the Section membership approves removal, the elected Section officer shall immediately be removed from office. All files and information related to Section business shall be surrendered to the Section President, Vice President, or Secretary-Treasurer upon removal.

ARTICLE III – SECTION FEES AND DUES

Section 3.1
The Section Executive Board shall establish fees and annual dues of the Section. Annual dues shall not be increased by more than ten percent in any year without a majority vote of the valid ballots cast by the voting membership.

Section 3.2
Annual dues for all members shall be billed and payable by January 1st. Annual dues for Institute members may be billed through the Institute billing system. Dues collected at any time during the fiscal year shall be for the full annual amount. Dues of new members shall be payable on election.
Section 3.3
Any member of the Section whose dues are more than three months in arrears (dating from January 1st) shall lose the right to vote. The Section Secretary-Treasurer, upon notification from the Institute, shall notify these members when their dues become three months in arrears. Any member of the Section whose dues are more than one year in arrears shall forfeit their membership in the Section. In such cases, the Section Secretary-Treasurer shall submit the member’s name to the Section Executive Board who shall then direct that this member be dropped from the Section. The Section Executive Board may, for a cause deemed by it to be sufficient, extend the time for payment and for application of these penalties.

Section 3.4
Special assessments may be made by the affirmative vote of two-thirds of the valid ballots cast by the voting members.

ARTICLE IV – SECTION GOVERNMENT

Section 4.1
The government of the Section shall be vested in the Section Executive Board of Direction. Members of the Section Executive Board shall be members of the Institute and hold the grade of Member or higher.

Section 4.2
The Section Executive Board shall establish policies for the operation of the Section in conformance with the provisions of the Institute’s Constitution, the District’s Charter and the Section’s Charter.

Section 4.3
The Section Executive Board shall consist of the following elected Section officers, each of which shall be a voting member of the Section Executive Board: the Section President, the Section Vice President, the Section Secretary-Treasurer, and the most immediate, living past Section President who is a resident member of the Section (Section Past President). All elected Section officers shall serve a term of one year, commencing on September 1st.

Section 4.3.1
The Section President shall preside at all meetings of the Colorado-Wyoming Section, shall appoint chairs of all committees, and shall perform all other duties ordinarily devolving upon the office of Section President. The Section President, or his/her designee, shall be the Section’s representative to the District Board of Direction.

Section 4.3.2
The Section Vice President shall, in the absence or incapability of the Section President, perform the duties of that office. The Section Vice President shall be Section Program
Chairperson. The Section Vice President shall assist the Section President in coordinating activities of the Section and shall perform such duties as the Section President designates.

Section 4.3.3
The Section Secretary-Treasurer shall keep the minutes of the Section Executive Committee meetings; shall handle necessary correspondence; shall collect and be custodian of all funds of the Section; shall pay out said funds when properly approved by the Section President or Vice President; shall keep an itemized account of receipts and expenditures; shall serve as the Section Editorial Committee Chairperson; and, shall perform all other duties ordinarily devolving upon the office of Section Secretary-Treasurer. The Section Secretary-Treasurer, or his/her designee, shall act as the Section Scribe; shall keep a complete roll of membership; shall submit to the District and the Institute the Section’s annual activities report; shall prepare and distribute the Section newsletter; and, shall be responsible for all other forms of information distribution to the Section membership that the Section may adopt.

Section 4.4
In addition to the elective officers identified in Section 4.3, it is recommended that a Student Chapter Faculty Advisor(s), appointed by the Student Chapter, and a Student Chapter Professional Liaison(s), appointed by the Section President, shall serve as “ex-officio, non-voting” members of the Section Executive Board. Both positions are appointed on January 1st of each year and approved by the District Board of Direction at the mid-year Board meeting.

Section 4.5
The Section Past President shall serve an official role in Section elections and votes as described in Sections 5.1 and 5.3.

Section 4.6
The Section President, in the absence of the Section Secretary-Treasurer, at any Section Executive Board meeting or Section Executive Committee meeting, shall appoint a scribe charged with the responsibility of publication and distribution of minutes of the meeting. The Section President, in the absence of the Section Scribe, at any general Section meeting, shall appoint a scribe charged with the responsibility of publication and distribution of a meeting summary to the editor of WesternITE.

Section 4.7
In the event of a vacancy occurring in the office of Section President, the Section Vice President shall fill the remainder of the Section President’s term. In the event of a vacancy occurring in the office of Section Vice President or Section Secretary-Treasurer, the Section Executive Board shall appoint, within sixty days, a Section member to fill the position for the remainder of the term.

Section 4.8
Section members holding the grade of Member of the Institute or higher are eligible to hold any office in the Section. Section Affiliates shall be entitled to the privileges of the
Section contingent on Article VI, but may not hold elective office in the Section. Student members of the Institute shall be entitled to the privileges of the Section contingent on Article VI, but may not hold elective office in the Section.

Section 4.9
The Section President shall appoint the chairpersons of committees and members as may be desirable. Committees may include, but not be limited to: Technical, Membership, Legislative, Scholarship and Career Guidance, Continuing Education, Awards, Activities, Golf, Program, Editorial, and Website. The Section President shall be an ex-officio member of all committees. The Section Secretary-Treasurer shall be an ex-officio member of the Membership Committee.

Section 4.10
The Section Executive Committee shall be composed of the Section Executive Board and the chairpersons of the Section committees. A Student Chapter Representative from each Student Chapter within the Section shall also serve as a member of the Section Executive Committee. The Section Executive Committee shall assist the Section Executive Board in the management of the Section affairs and, upon a majority decision of the Section Executive Board, may participate in official transaction of Section business not otherwise reserved to the Section Executive Board.

Section 4.11
The fiscal year of the Section shall be September 1st to August 31st.

Section 4.12
The Section Executive Board shall establish a budget each year.

Section 4.13
The Section Executive Board shall report the names and addresses of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

Section 4.14
The Section Executive Board is authorized to issue and revoke charters for Chapters within the Section. The effective date for any new Chapter shall be as stated in the charter. If a charter for a Chapter is under consideration for revocation, the Chapter President must be notified in writing of the contemplated action a minimum of thirty days prior to the meeting when the Section Executive Board will discuss the revocation. The Chapter President has the right to appear before the Section Executive Board and discuss the proposed revocation. If a charter is revoked, the revocation date is at the discretion of the Section Executive Board.

Section 4.15
The Section Executive Board is authorized to enter into contracts with individuals/firms for the handling and processing of routine duties for which the Section is responsible.
ARTICLE V – NOMINATION AND ELECTION OF SECTION OFFICERS

Section 5.1
The Section President shall appoint the Nominations Committee consisting of the Section Past President as Chairperson and two other Institute members of the Section who hold no office. The Nominations Committee shall nominate one or more candidates for each office that is up for election (at least two candidates are preferred for the office of Section Secretary-Treasurer). Written consent to hold office must be received from each person nominated. The Nominations Committee shall transmit the list of nominees to the Section Executive Board for approval at the second to last Section Executive Committee meeting of the fiscal year. Additional nominations for any office shall be made by petition, signed by not less than thirty voting members. Each petition shall be accompanied by the written consent of the nominee to run for the office nominated and must be received by the Section Past President no later than the second to last Section Executive Committee meeting of the fiscal year. No member may be a candidate for more than one office.

Section 5.2
No later than fifteen days after the Section Executive Board approves the list of candidates, the Section Secretary-Treasurer shall transmit the list of candidates to the membership.

Section 5.3
Voting shall open the first business day after the last general Section meeting of the fiscal year and shall be open for no less than fourteen calendar days. No later than the day voting opens, the Section Secretary-Treasurer, or his/her designee, shall transmit to each eligible voter a final ballot, listing the candidates nominated for office. The Section President shall appoint the Teller Committee consisting of the Section Past President as Chairperson and two other Institute members of the Section who hold no office. Returned ballots will be transmitted to the Teller Committee. The vote is decided by the majority of the votes cast. The Teller Committee shall certify the vote results. In the case of a tie vote for an elective office, the Section Executive Board shall choose the successful candidate from among those tied.

ARTICLE VI – VOTING AND VOTING ELIGIBILITY

Section 6.1
Any member of the Institute in good standing, excluding Student members, shall have voting privileges in the Section if records at Institute Headquarters indicate that they reside in the Section area.

Section 6.2
Any Section Affiliate in good standing, excluding those classified as Students, shall have voting privileges.
Section 6.3
Voting for Section officers, for amendments to these Bylaws, and for petitions to amend the Section Charter shall be by secret ballot.

Section 6.4
Whenever a secret ballot is required, all eligible voters shall be sent a ballot. Ballots shall be canvassed as described in Section 5.3.

Section 6.5
The Section Executive Board shall establish procedures for electronic voting in the Section. Upon adoption of this procedure electronic distribution of all information required to fulfill this Article, including ballots, shall be considered an acceptable form of notification and distribution.

ARTICLE VII – SECTION MEETINGS

Section 7.1
There shall be a minimum of four meetings of the Section each fiscal year, one of which shall be the Annual Business Meeting. The Section Executive Board shall set the date, time and place of Section meetings. Notice of Section meetings shall be transmitted to the membership at least fourteen calendar days prior to the meeting.

Section 7.2
The Section Executive Committee shall meet in conjunction with each meeting of the Section. Other meetings of the Section Executive Board shall be called by the Section President, as he/she deems necessary or upon receipt of a petition signed by a majority of the other members of the Section Executive Board. The notice of a Section Executive Board meeting shall be transmitted to the membership at least seven calendar days prior to any called meetings of the Section Executive Board.

Section 7.3
Official transaction of business at any Section Executive Board meeting requires a majority of the voting members of the Section Executive Board. The affirmative vote of a majority of the Board members in attendance shall be necessary to take action. The Section Executive Board can utilize electronic communications technology, including but not limited to video and/or telephone conferencing to conduct Section Executive Board meetings.

Section 7.4
When unusual or unexpected conditions arise, the Section President may call an emergency meeting of the Section Executive Board. An emergency meeting requires that all Board members be notified at least three days in advance. Either the Section President or Vice President must preside over an emergency Section Executive Board meeting. The Section Executive Board can use technologies such as emails and/or telephone or video
conference calls for transacting business at emergency Section Executive Board meetings.

Section 7.5
The Section Annual Business Meeting shall be the first meeting of the fiscal year. The agenda for the Annual Business Meeting shall include at least the following:

- Swearing in the Section Officers for the current fiscal year
- A report of the financial condition of the Section (year-end statement for the previous fiscal year)
- Approval of the current fiscal year budget recommended by the Section Executive Board
- Approval of proposals, if any, to increase Section dues for the following fiscal year
- Reports of the officers and committee chairpersons.

ARTICLE VIII – AMENDMENTS

Section 8.1
Proposals to amend these Bylaws or the Charter may be made by resolution of the Section Executive Board or by written petition of at least five percent of the voting members of the Section.

Section 8.2
Proposals to amend these Bylaws shall be transmitted to all Section members who are qualified to vote. The voting shall be by secret ballot. Ballots returned within thirty days shall be canvassed in the manner set forth in Section 5.3. Adoption and amendment shall require an affirmative two-thirds vote of those voting.

Section 8.3
The Bylaws of the Section shall not take effect until filed with the District Board of Direction. At any time thereafter, the Board of Direction may amend any part of the Section’s Bylaws which it considers to be contrary to the Constitution, Bylaws or best interests of the Institute by giving written notice to the elected officers of the Section.

APPROVED BY THE WESTERN DISTRICT (DISTRICT 6) BOARD OF DIRECTORS ON FEBRUARY 4, 2011

[Signature]
ITE Western District (District 6) President

2-4-11
Low Cost Traffic Bottleneck Improvement Strategies

In August 2011, the Colorado Department of Transportation (CDOT) conducted a “rolling speed harmonization test” on eastbound I-70 near the Eisenhower Tunnel. The test indicated that this effort does have the ability to create more uniform speeds for vehicles, and as a result, could improve safety, reduce traffic crashes and ultimately improve traffic flow on the corridor (Source: CDOT August 2011 News Releases).

Speed harmonization is the practice of adjusting speed limits when congestion thresholds have been exceeded and congestion and queue forming is imminent. Speed harmonization can also be used to promote safer driving during inclement weather conditions. This mostly European practice reduces the traffic “shock wave” that results through congested corridors, thereby delaying the onset of a breakdown in traffic conditions. The result is decreased headways and more uniform driver behavior, which indirectly benefits bottlenecks and chokepoints.

In addition to speed harmonization (variable speed limit), several other low cost bottleneck improvement strategies are listed in Recurring Traffic Bottlenecks: A Primer, Focus on Low-Cost Operational Improvements published by the Federal Highway Administration (FHWA) in June 2009. These strategies are listed below:

- Shoulder conversions – This involves using a short section of traffic bearing shoulder as an additional traffic lane. Shoulder conversions are appropriate between interchanges if the shoulder condition is rated for use as a travel lane.
- Re-striping – restripe merge or diverge areas to provide additional lanes, provide an acceleration/deceleration lane, extend the merge/diverge area, or improve geometrics to better serve demand.
- Lane width reductions – This involves reducing lane widths and re-striping to add an additional travel and/or auxiliary lane.
- Modify weaving area – Modify weaving areas by adding collector/distributor or through lanes.
- Zippering – or self-metering that promotes fair and smooth merges.

Further information on the Recurring Traffic Bottlenecks: A Primer can be found at http://ops.fhwa.dot.gov/publications/fhwahop09037/fhwahop09037.pdf.

Further information on CDOT’s rolling speed harmonization test can be found at http://www.coloradodot.info/news/2011news/08-2011/initiaresults-are-positive-for-rolling-speed-harmonization-test-on-i-70.
Legislative Committee Update
by Scott Thomas, Chair

There are four bills of interest in the Colorado legislature, as highlighted below.

**HB11-1084: Modifies the Late Vehicle Registration Fee.** This bill was an attempt to repeal a portion of the FASTER bill. The bill passed the full House and then was indefinitely postponed in the Senate. Below is the history of the bill. Full details can be found on the Colorado legislative website: [http://www.leg.state.co.us/CLICS/CLICS2011A/csl.nsf/BillFoldersHouse?openFrameset](http://www.leg.state.co.us/CLICS/CLICS2011A/csl.nsf/BillFoldersHouse?openFrameset)

**HB11-1161: Authorizes the Highway User Trust Fund (HUTF) Use For Division of Motor Vehicles:** The bill extends through the 2011-12 fiscal year authorization for the use of highway users tax fund moneys to fund driver and vehicle services within the division of motor vehicles in the department of revenue. This was signed into law by The Governor on March 25th, 2011.

**HB11-1210: Require CDOT I-70 Mountain Corridor Recommendations passed the full House and will now be heard in the Senate.** The bill passed and requires CDOT to make recommendations for short-term mobility improvement for the I-70 west corridor. An excerpt from the bill is as follows:

"On or before December 20, 2011, The Department shall make prioritized recommendations to the Transportation Committees of The House of Representatives and The Senate regarding actions that can be taken on or before July 1, 2014, to improve mobility in the Interstate 70 mountain corridor. Each recommendation shall include an estimate of the amount of funding required to implement the recommendation and shall recommend available or potentially available sources of such funding. In developing its recommendations, The Department shall consider operational and safety improvement options, transit options, and traffic demand management options and shall investigate the feasibility of nongovernmental actions that might improve mobility in the corridor."

**HB11-1220: Accelerates funding for urban transportation projects that result in new commercial economic development in urban infill areas through allocation of a portion of the new state sales tax revenue.** The bill passed the House with amendments and was killed in the Senate.

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# THE 9TH ANNUAL SPRING TRANSPORTATION SYMPOSIUM

1TE Colorado-Wyoming Section, WTS Colorado Chapter, ITS Rocky Mountain Chapter, American Council of Civil Engineering Companies of Colorado, American Planning Association of Colorado, and American Society of Civil Engineers Colorado Section are proud to present the 9th Annual Spring Transportation Symposium. This event will bring together the region’s transportation planners, engineers, and policy makers, to share information and lessons from innovative transportation projects.

## THE PEPSI CENTER
1000 Chopper Circle, Denver, CO

**FRIDAY, APRIL 8, 2011**

Register at [www.cowyite.org](http://www.cowyite.org) by Friday April 1, 2011

Full Symposium $55.00 / Luncheon $30.00 / Students $10.00

Pre-registration required

<table>
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<tr>
<th>Arrival</th>
<th>7:30 A.M. - 8:00 A.M.</th>
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<tbody>
<tr>
<td>Panel</td>
<td>8:00 A.M. - 9:00 A.M.</td>
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<tr>
<td>Break</td>
<td>9:00 A.M. - 9:30 A.M.</td>
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**SESSION I**
9:30 A.M. - 10:30 A.M.

- FastTracks Quality of Life Study: Effects of Rapid Transit
- Signal Removal Study: Process and Approach
- Bike and Ped Connections in the Mile High City
- Success in Expediting NEPA Documents
- Urban LRT Technology
- Aurora PED LOS at TOD
- Bike-Transit Integration
- North 1-25 EIS, NEPA

**SESSION II**
11:00 A.M. - 12:00 P.M.

- Growing a Cooler Colorado
- Innovative ITS on I-70
- Travel Choices: Via Smart Growth
- East Side Mobility Plan
- Aurora Strategic Parking
- Mining Data in the Clouds: Streaming Web Maps in GIS
- Overview of Roadway Sustainability Systems

**Lunch**

Chili Glazed Salmon, Bistro Style Chicken or Eggplant Parmesan

**Intermission**

<table>
<thead>
<tr>
<th>Keynote Speaker</th>
<th>1:15 P.M. - 2:00 P.M.</th>
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<tbody>
<tr>
<td>Lunch</td>
<td>12:00 P.M. - 1:00 P.M.</td>
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<tr>
<td>2:00 P.M. - 3:00 P.M.</td>
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</tbody>
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**PETER PARK**, City and County of Denver, Manager of Community Planning and Development

Open House and Social Hour

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For event or registration questions contact Karl Packer 720-939-0826 or KarlPacker@hotmail.com

Net proceeds go to fund scholarship programs for hosting organizations.
I. Bring more people together

Luncheons and Vendor Show

1) Increase proportion of public members at ITE-only luncheons to 40% by FY16.
2) Increase total annual luncheon attendance by 10% by FY16.
3) Increase the proportion of members that attend two or more luncheons per year to 50% by FY16.

Activities

4) Arrange and host at least two events per year starting in FY11 and increase attendance at events by 50% by FY16.
5) Arrange and host an annual winter “anchor” event (similarly popular to Ski Train) by FY14.

Golf

6) Arrange and host at least one golf tournament per year and increase tournament participation by 50 percent by FY16.

Awards/Recognition

7) Award two awards per year: Transportation Professional of the Year and Lifetime Achievement Award.

Membership

8) Expand directed Section communications to “prospective” members and local affiliates.
9) Expand network of ITE Champions by 50% by FY16.

Symposium

10) Associate two more groups with the annual symposium by FY14.

Strategies

- Populate Program committee with more volunteers and hold regular meetings throughout the year.
- Program committee will identify current popular trends/topics and will develop a compelling program for the year. Program committee will seek Institute resources.
- Program committee will recognize that different topics may attract different member types.
- Program committee will coordinate with Technical and Continuing Education Committee for both ideas and to coordinate more training and education events with luncheons.
- Establish a budget for Program committee to provide flexibility to cover costs for higher profile speakers.
- Hold periodic meetings/social events for ITE Champions.
- Identify group of “prospective” members.
- Editorial committee will increase the volume of communications to membership through e-mail, newsletter, website, and Facebook to support Section goals.
- Promote and host more activities events each year. Identify activity interests through membership surveys.
- Organize promotions to encourage attendance at multiple luncheons.
II. Share more knowledge and experience

**Continuing Education**

1) Increase the total annual attendance at ITE-sponsored training by 25% by FY14.

**Legislative**

2) Provide membership an objective summary of all of state and federal transportation legislation.

**Technical**

3) Increase the number of papers being presented by members/Section at ITE events/meetings by 50% by FY16.

**Editorial (Communications)**

4) Expand outreach to remote members.

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**Strategies**

- Promote and host more training opportunities each year. Identify training needs/interests through membership survey results and target training to the needs.

- Identify resources that summarize legislation that have transportation impacts at local, state and national levels.

- Hold a Section paper competition – winner receives recognition and assistance to presenting at ITE conference.

- Editorial committee will increase the volume of communications to membership through e-mail, newsletter, website, and Facebook to support Section goals.

- Bring in national experts to hold conferences and training sessions.
III. Encourage more participation by students and younger members

**Scholarship & Guidance**

1) Increase the annual number of students submitting scholarship applications by 25% by FY16.

2) Increase younger member luncheon attendance by 25% by FY16.

3) Increase representation of younger members on Executive Committee to 30% by FY16.

4) Provide mentoring and assistance to all Student chapters to ensure stability and growth of chapters.

**Strategies**

- Establish specific due dates for scholarship submissions.
- Hold a student paper competition – winner receives recognition and assistance to presenting at ITE conference.
- Define and identify younger members and direct specific communications to those members.
- Promote the District mentoring program. Assist members who want to benefit from the program.
- Establish a Section mentoring program.
- Fill the Student Chapter Professional Liaison position on the Executive Board for each Student Chapter.
- Establish specific roles for younger members on Executive Committee.
- Actively work with Faculty Advisors to promote ITE membership and activities.
- Assist Student Chapters in establishing and achieving goals for the chapter.
- Organize promotions to encourage younger member luncheon attendance.
IV. Supporting Goals

1) Establish strong membership feedback loop by FY11

2) Establish effective means to track metrics for our goals and objectives by FY11.

3) Improve cooperation between other local engineering groups. Have regular contact with five other groups by FY16.

Strategies

- Issue a membership survey to both members and “prospective” members; issues table surveys at every luncheon; and, establish and maintain a “comment box” on our website.

- Executive committee will consider and respond to all survey/comment information collected.

- Integrate key data collection in regular activities that allows tracking of specific metrics. Require registration for all events and collect demographics (consultant/vendor, public agency, student, younger member, etc.) with registration.

- Monitor conference programs to determine the number of presentations attributed to the Section.

- President will consolidate and interpret data to produce an annual report commenting on the Section’s progress. This will be summarized in the Annual Section Activities Report.

- Identify a specific position on the Executive Committee to track information related to other local engineering groups (executive contacts, events calendar, etc.). Develop plan to collaborate with these groups to promote joint transportation related goals and, potentially, hold joint events.
Attachment 6: 2011 CO/WY Section Photographs

Bill Hange, City of Loveland Traffic Engineer, presenting to the group at the Continuous Flow Intersection.

Melissa Rosas, Scholarship Chair, and Chris Sheffer, Section President, present a $1,000 Undergraduate Level Scholarship to Cassie Peterman from the University of Wyoming.
Melissa Rosas was this year’s recipient of the Section’s Transportation Professional of the Year Award.
2011 CO/WY Section Golf Tournament